


HFDS – Asset Management

Main Switchboard

Realty Lease MIE FEDS & Env Project Self Gov Energy Stewardship **Asset Mngt** Admin



**Healthcare
Facilities
Data System**
Version 5.15

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Exit Access

Forms


- ☐ **Utilization**
For IHS Owned and Leased Office buildings, Warehouses, Hospitals, Labs and Quarters only
- ☐ **Mission Dependency**
For all IHS Owned and Leased Buildings, Structures and Land
- ☐ **Operating & Maintenance Costs**
For IHS owned and Leased facilities only
- ☐ **FRPC Data Elements - Asset Management Summary Sheet**
Review and Verify Real Property Data
- ☐ **Area Certification**

Preview before print? ☒

1. Click on the *Utilization* form

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Input the utilization data for Offices

Utilization

Navigation Box ---> Area: Instllo. PropType:

Address:

City: State:

County: Zip:

Offices (2) Warehouse (1) Hospital (1)

Navigation Box ---> Bldg No.

Use Descrip.

Detailed Descrip.

RP Code

GSM GSF

HSM HSF

Formula to calculate Utilization for Offices is: Staff Count * 215 / GSF (or NSF if Leased)

Staff Count Utilization Percentage: Utilization:

"Staff" includes IHS employees, contractors, guest researchers, research fellows, tenants and volunteers. No distinction is made between part-time and full-time employees, each of whom is counted as a whole number.

Utilization Comments

Explain any conditions that may affect utilization or special circumstances. (e.g. mixed-used buildings where a portion is used for other purposes)

Record: of 2

Staff count based
on annual census
taken in May

Input the utilization data for Warehouses

Utilization

Navigation Box ---> Area: BE Instllo. 11494 PHS Indian Hospital PropType: G

Address: R.R. 3, Box 211

City: CASS LAKE State: MN

County: CASS Zip: 56633

es (2) Warehouse (1) Hospital (1)

Navigation Box ---> BIs No. 00213

Use Descrip. Storage

Detailed Descrip. Equipment

RP Code 304010

GSM 62.2 GSF 670

HSM HSF

Formula to calculate Utilization for Warehouses is: Area Used / Total Area

Area Used (SF) Utilization Percentage: Utilization:

Percentage of building used for storage 100.00%

Utilization Comments

Explain any conditions that may affect utilization or special circumstances. (e.g. mixed-used buildings where a portion is used for other purposes)

User ID: wan1 Last Update Date: 8/22/2005

Record: 1 of 1

Record: 1 of 3

Input the utilization data for Housing

If Quarters was
used in the year,
than select
"Utilized";
otherwise, "Not
Utilized"

Utilization

Navigation Box ---> Area: AB Instllo. 11522 QUENTIN N BURDICK MEMORIAL HOS PropType: G

Address: P.O Box 160
City: BELCOURT State: ND
County: ROLETTE Zip: 58316

se (16) **Housing (44)** Hospital (1)

Navigation Box-> Bls No. 00N03
Use Descrip. Housing
Detailed Descrip. Single Family, 3BR
RP Code 303052
GSM 245.6 GSF 2,644

If the Housing unit has been occupied anytime during the past year, select "Utilized" . Otherwise, select "Underutilized"

Utilization: Utilized
Utilization Comments Utilized
Underutilized

User ID: syun Last Update Date: 10/13/2005

Record: 3 of 44

Record: 1

Input the utilization data for Hospital

Utilization

Navigation Box --->

Area: BE Instllo. 11494 PHS Indian Hospital PropType: G

Address: R.R. 3, Box 211

City: CASS LAKE State: MN

County: CASS Zip: 56633

Offices (2) Warehouse (1) Hospital (1)


Required data will be gathered from HQ Statistics. No data entry is required

Record: 1 of 3

2. Click on the *Mission Dependency* form

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Select appropriate mission dependency level

Mission Dependency

Navigation Box ---> Area: AQ Instllo. 03282 IGNACIO HLTH CTR-consolidated PropType: L

Address: PO Box 899
City: IGNACIO State: CO
County: LA PLATA Zip: 81137

Navigat. Box-> Bls No. 00001
Use Descrip. Other Institutional
Detailed Descrip. Health Center, Full Serv, 40 hrs or mo
RP Code 302900

Size: GSM IISM 637.7585 Urb Acr Unit
GSF IISF 6865 Rur Acr Meas Unit

Mission Dependency Mission Critical

Comments:

Mission Critical	Without the constructed asset or parcel of land, mission is compromised
Mission Dependent	The asset does not fit into Mission Critical or Not Mission Dependent Categories. Primary function supports the Mission
Not Mission Dependent	Mission is unaffected

User ID: syun Last Update Date: 11/15/2005


Record: 1 of 2

Record: 89

3. Click on the *Operating & Maintenance Costs* form

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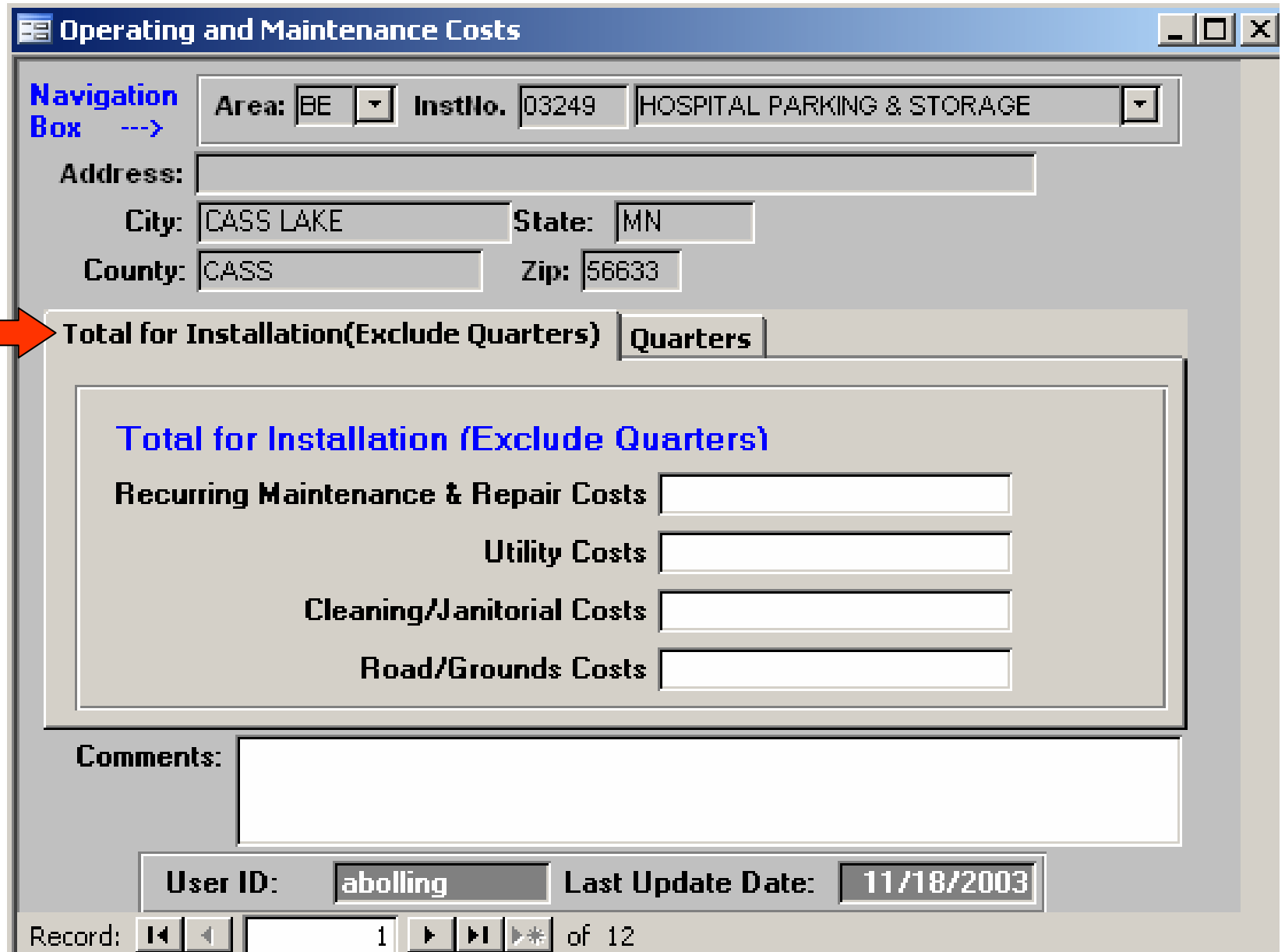
Forms

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Enter O&M costs for entire installation excluding quarters



Operating and Maintenance Costs

Navigation Box --->

Area: Instllo.

Address:

City: State:

County: Zip:

Total for Installation(Exclude Quarters) **Quarters**

Total for Installation (Exclude Quarters)

Recurring Maintenance & Repair Costs

Utility Costs

Cleaning/Janitorial Costs

Road/Grounds Costs

Comments:

User ID: Last Update Date:

Record: of 12

Enter O&M costs for quarters

Operating and Maintenance Costs

Navigation Box --->

Area: AB Instllo. 03359 Belcourt Land-Hosp. & Qtrs.

Address: PO Box 160
City: BELCOURT State: ND
County: ROLETTE Zip: 58316

Total for Installation(Exclude Quarters)

Quarters

Total for all Quarters at this Installation:

Recurring Maintenance & Repair Costs

Utility Costs

Cleaning/Janitorial Costs

Road/Grounds Costs

\$0.00

\$0.00

\$0.00

\$0.00

Comments:

User ID: kevindamanda Last Update Date: 11/30/2005


Record: 1

A red arrow pointing from the right towards the 'Quarters' tab in the software interface.

4. Click on the *FRPC Data Elements* form

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Verify and update data at the installation and individual building-level

Asset Management Data Elements


FRPC Data Elements and Performance Measures

Navigation Box --> Area: (22) Instllo. PHS Indian Hospital

Installation Related Data Fields

(14) Address: 


(16) City: (17) State: (18) Country:


(19) County: (21) Zip: Zip +4: (20) Congressional District: 

(3) PropertyType: (6) Reporting Agency:

(23) Restrictions:

01	Environmental Restrictions
02	Natural Resource Restrictions
03	Cultural Resource Restrictions
04	Developmental Restrictions
05	Reversionary Clauses from Deed
06	Zoning Restrictions
07	Easements
08	Rights-of-way
09	Mineral Interests
10	Water Rights
11	Air Rights
12	Other
13	Not Applicable

Click to select any restrictions that apply 

Assessment Freshness - Last FCS Date: Next FCS Date: 

BLS Related Data Fields

Navigation Box --> BIs No.

(1) RP Type: (2) RP Use: Detailed Desc:

(4) Disposal: (5) Historical Status:

(7) Using Organization: (7510-IHS; 7808-NIH; 7809-CDC) Operation

(8) Size: Urban Acres Rural Acres

(9) Utilization:

Utilization is required for IHS Owned and Leased Office, Warehouse, Hospitals, Labs and Quarters. Please Use Utilization Form to update


(10) Replacement Cost: (11) Condition Index:


(12) Mission Dependency:


Mission Dependency is required for all IHS Owned and Leased Buildings, Structures and Land. Please Use Mission Dependency Form to update

(13) Operating Cost: Please use Operating & Maintenance Costs Form to update

Record: of 12

Installation-level data 


Building-level data 



5. Click on the *Area Certification* form

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Review and Verify Real Property Data
- ☐ Area Certification

Preview before print? ☒



When completed, check that the data is correct

The image shows a software window titled "Asset Management Reporting Area Cer...". The main heading inside is "Area Certification". Below this, there is a label "Area" followed by a text box containing "EE". A checkbox is present with the text "I certify that the information provided is accurate and complete". Below the checkbox are three text boxes: "Name" with "ryan1", "Title" (empty), and "Date" with "8/15/2005". At the bottom right are two buttons: "Save & Close" and "Cancel & Close". At the bottom left is a record navigation bar showing "Record:" followed by navigation icons, a text box with "1", more navigation icons, and "of 1".

Area Certification

Area

☐ I certify that the information provided is accurate and complete

Name

Title


Date

Record: of 1

Real Property Inventory Form

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Version 5.15

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Forms:

- ☐ RPI (IHS-Owned and Trust)
- ☐ RPI Datasheet View
- ☐ RPI - Archived Installations
- ☐ RPI - Deleted BLS
- ☐ RPI & MIE Activity Log
- ☐ Insert New Projected Building Structure
- ☐ Misc Site Info

Reports:

- ☐ RPI
- ☐ Area Summary
- ☐ IHS Summary
- ☐ Realty Asset Value Reporting

Preview before print? ☒

Real Property Inventory Form

Production - [RPI Form (IHS Owned and Trust)]

File Edit View Insert Format Records Tools Window Help

Navigation Box --->

Area: AB Instllo. 11522 QUENTIN N BURDICK MEMORIAL HOS Address: P.O Box 160 Zip: 58316
 State: ND Zip suff: 10
 PropType: G Histor: B GSA Surv Yr: City Cost Factor 1 City: BELCOURT
 H/Best Use: G Excess: B Rec Status: 1 County: ROLETTE
 User ID: kmercure Last Update Date: 10/5/2005
 Preview RPI Report (by install)

Buildings Structures Land

Navigat. Box-> BLS No. 00N28 Sub-BLS No. 0 Trans Code N Action
 Use Descrp. Hospital GSM GSF
 Detailed Descrp. Hospital, 5 - 50 beds 9,228.3 99,336
 RP Code 302110 No. of Bldgs. 1 Steward U
 Owner GOV Operation GO
 Potential Owner 382 Est. Cost Indicator Condition 1 Disposal V
 Contract Arrangmt NONE Neg. Cost Indicator B Construction PM Standard A
 User ID: syun Last Update Date: 1/24/2006

Capital Improvements Sub-Buildings

Code	Entry Date	Description	Cap Date	Appr Date	Expenditure	Proj
Org	6/30/1998	Original Aquisition Cost	1/1/1968		\$2,057,000	
Cap	6/30/1998	hospital addition per contracts	4/2/1994		\$7,623,700	
Cap	6/30/1998	renovation project per contracts 102-87-12;102-87-13;102-8-	4/1/1994		\$4,993,600	

Record: 28 of 101

Owner

Production - [RPI Form (IHS Owned and Trust)]

File Edit View Insert Format Records Tools Window Help

Navigation Box --->

Area: AB InstNo. 11522 QUENTIN N BURDICK MEMORIAL HOS Address: P.O Box 160 Zip: 58316
State: ND Zip suff: 10
PropType: G Histor: B GSA Surv Yr: City Cost Factor 1 City: BELCOURT
H/Best Use: G Excess: B Rec Status: 1 County: ROLETTE
User ID: kmercure Last Update Date: 10/5/2005

Preview RPI Report (by install)

Buildings Structures Land

Navigat. Box-> BLS No. 00N28 Sub-BLS No. 0 Trans Code N Action
Use Descip. Hospital GSM GSF
Detailed Descip. Hospital, 5 - 50 beds 9,228.3 99,336
RP Code 302110 No. of Bldgs. 1 Steward U
Owner GOV Operation GO
Potential Owner GOV Est. Cost Indicator Condition 1 Disposal V
Contract Arrangmt TRIB Neg. Cost Indicator B Construction PM Standard A
User ID: syun Last Update Date: 1/24/2006

Capital Improvements Sub-Buildings

Code	Entry Date	Description	Cap Date	Appr Date	Expenditure	Proj
Org	6/30/1998	Original Aquisition Cost	1/1/1968		\$2,057,000	
Cap	6/30/1998	hospital addition per contracts	4/2/1994		\$7,623,700	
Cap	6/30/1998	renovation project per contracts 102-87-12;102-87-13;102-8	4/1/1994		\$4,993,600	

Record: 28 of 101

Operation

Production - [RPI Form (IHS Owned and Trust)]

File Edit View Insert Format Records Tools Window Help

Navigation Box ---> Area: AB Instllo: 11522 QUENTIN N BURDICK MEMORIAL HOS Address: P.O Box 160 Zip: 58316
 State: ND Zip suff: 10
 PropType: G Histor: B GSA Surv Yr: City Cost Factor 1 City: BELCOURT
 H/Best Use: G Excess: B Rec Status: 1 County: ROLETTE
 User ID: kmercure Last Update Date: 10/5/2005
 Preview RPI Report (by install)

Buildings Structures Land

Navigat. Box-> BLS No. 00N28 Sub-BLS No. 0 Trans Code N Action
 Use Descrip. Hospital GSM GSF
 Detailed Descrip. Hospital, 5 - 50 beds 9,228.3 99,336
 RP Code 302110 No. of Bldgs. 1 Steward U
 Owner GOV Operation GO
 Potential Owner 382 GO Government Operated Condition 1 Disposal V
 Contract Arrangmt NONE TO Tribally Operated Construction PM Standard A
 User ID: syun Last Update Date: 1/24/2006

Capital Improvements Sub-Buildings

Code	Entry Date	Description	Cap Date	Appr Date	Expenditure	Proj
Org	6/30/1998	Original Aquisition Cost	1/1/1968		\$2,057,000	
Cap	6/30/1998	hospital addition per contracts	4/2/1994		\$7,623,700	
Cap	6/30/1998	renovation project per contracts 102-87-12;102-87-13;102-8	4/1/1994		\$4,993,600	

Record: 28 of 101

Contract Arrangement

Production - [RPI Form (IHS Owned and Trust)]

File Edit View Insert Format Records Tools Window Help

Navigation Box ---> **Area:** AB **Instllo.** 11522 QUENTIN N BURDICK MEMORIAL HOS **Address:** P.O Box 160 **Zip:** 58316
State: ND **Zip suff:** 10
PropType: G **Histor:** B **GSA Surv Yr:** **City Cost Factor** 1 **City:** BELCOURT
H/Best Use: G **Excess:** B **Rec Status:** 1 **County:** ROLETTE **Preview RPI Report (by install)**
User ID: kmercure **Last Update Date:** 10/5/2005

Buildings Structures Land

Navigat. Box-> BLS No. 00N28 **Sub-BLS No.** 0 **Trans Code** N **Action**
Use Descrip. Hospital **GSM** 9,228.3 **GSF** 99,336
Detailed Descrip. Hospital, 5 - 50 beds
RP Code 302110 **No. of Bldgs.** 1 **Steward** U
Owner GOV **Operation** GO
Potential Owner 382 **Est. Cost Indicator** **Condition** 1 **Disposal** V
Contract Arrangmt NONE **Neg. Cost Indicator** B **Construction** PM **Standard** A
1/24/2006

Capital Improvement

Code	Entry Da		Cap Date	Appr Date	Expenditure	Proj
Org	6/30/1	638I	1/1/1968		\$2,057,000	
Cap	6/30/1	638V	4/2/1994		\$7,623,700	
Cap	6/30/1	BUY_I	4/1/1994		\$4,993,600	
		GSA				
		HHS				
		MOA				
		NONE				
		URBAN				
		USE_P				
		VBC				
		YRTC				

Record: 28 of 101

Disposal

Production - [RPI Form (IHS Owned and Trust)]

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Navigation Box --->

Area: AB InstNo. 11522 QUENTIN N BURDICK MEMORIAL HOS Address: P.O Box 160 Zip: 58316
 State: ND Zip suff: 10
 PropType: G Histor: B GSA Surv Yr: City Cost Factor 1 City: BELCOURT
 H/Best Use: G Excess: B Rec Status: 1 County: ROLETTE
 User ID: kmercure Last Update Date: 10/5/2005
 Preview RPI Report (by install)

Buildings Structures Land

Navigat. Box-> BLS No. 00N28 Sub-BLS No. 0 Trans Code N Action
 Use Descip. Hospital GSM GSF
 Detailed Descip. Hospital, 5 - 50 beds 9,228.3 99,336
 RP Code 302110 No. of Bldgs. 1 Steward U
 Owner GOV Operation GO
 Potential Owner 382 Est. Cost Indicator Condition 1 Disposal
 Contract Arrangmt NONE Neg. Cost Indicator B Construction PM Standard
 User ID: syun Last Update Date: 1/24/2006

Disposal Standard
 F Destroyed by Fire
 R No Replacm't Req'd
 S Excess
 T Replcm't Req'd
 U Unknown
 V No Plans for Dispos

Capital Improvements Sub-Buildings

Code	Entry Date	Description	Cap Date	Appr Date	Expenditure	Proj
Org	6/30/1998	Original Aquisition Cost	1/1/1968		\$2,057,000	
Cap	6/30/1998	hospital addition per contracts	4/2/1994		\$7,623,700	
Cap	6/30/1998	renovation project per contracts 102-87-12;102-87-13;102-8-	4/1/1994		\$4,993,600	

Record: 28 of 101